



Job Aid: Self-Register in a Scheduled Offering

Description: These steps demonstrate how to use the Learning Plan, Calendar of Offerings, and the Catalog to locate Scheduled Offerings and self-register. Each task below demonstrates a different method of registration.

Tasks

- A. Registration from the Learning Plan
- B. Registration from the Calendar of Offerings
- C. Registration from the Advanced Catalog Search

Task A: Registration from the Learning Plan

- 1** Click **Learning > Learning Plan** in the top menu.

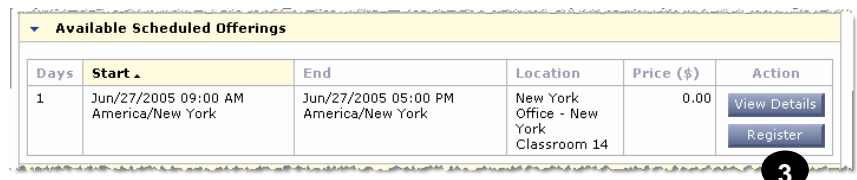


- 2** Click on the Register button for the Item for which you want to register.



Locate the Scheduled Offering for which you want to register.

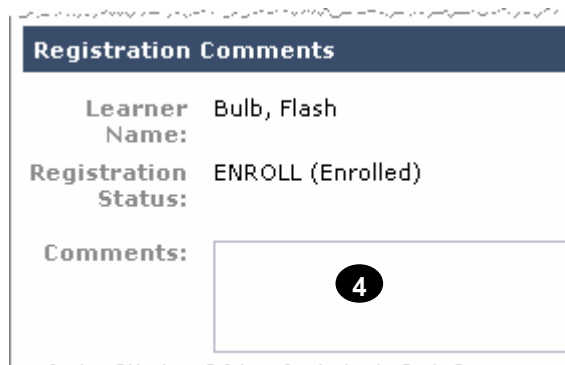
- 3** Click on the **Register** button.



Click on the View Details button to view the exact times and locations for each Segment of the Scheduled Offering.

- 4** Comments are optional. Use this field for comments for the instructor, such as special needs.

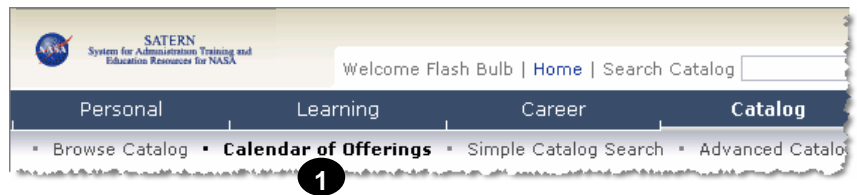
- 5** Click on the **Confirm** button.





Task B: Registration from the Calendar of Offerings

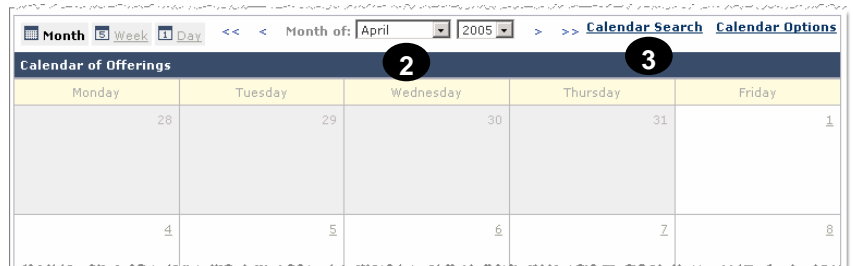
- 1 Click **Catalog > Calendar of Offerings** in the top menu.



- 2 Use the **Month Of** dropdown or the arrows to view different months.

OR

- 3 Click on the **Calendar Search** link to use a keyword search.



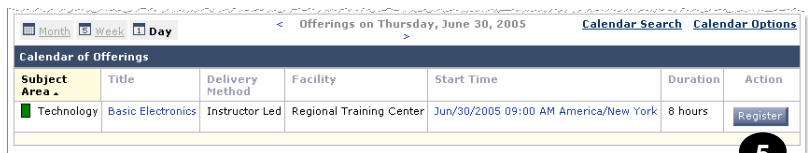
The Subject Area of the Scheduled Offering and the number of Scheduled Offerings that are scheduled for that day are displayed.



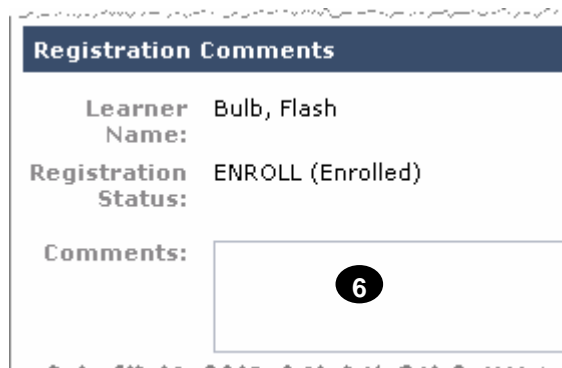
Subject Areas may be color-coded.

- 4 Click on the **Subject Area**.
- 5 Click on the **Register** button.

Click on the Start Time and Date to view the Segment details of the Scheduled Offering.



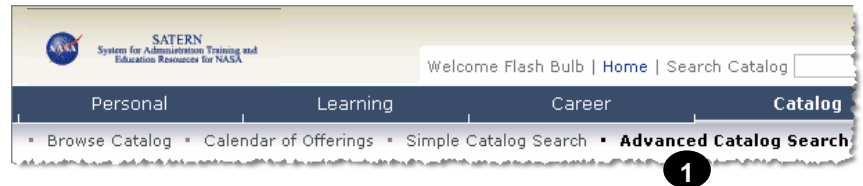
- 6 Comments are optional. Use this field for comments for the instructor, such as special needs.
- 7 Click on the **Confirm** button.





Task C: Registration from the Advanced Catalog Search

- 1 Click **Catalog > Advanced Catalog Search** in the top menu.



- 2 Enter keywords in the search criteria for the Item you are searching for.
- 3 Select **Offerings** from the Search Options.
- 4 Enter other specific criteria as needed, such as Facility and date range.
- 5 Click on the **Search** button.

- 6 Locate the Item for which you want to register and click on the **arrow** to expand the Item.



- 7 Click on the **Register** button for the Scheduled Offering in which you want to register.

Click on the Start Date and Time to view the Segment Details.

Title	Type	Price (\$)	Status	Action
Basic Electronics		--	Already On Plan	
Start Date/Time	Facility & Location	Price (\$)	Action	
Jun/30/2005 09:00 AM America/New York	Regional Training Center -	0.00		Register



- 8 Comments are optional. Use this field for comments for the instructor, such as special needs.
- 9 Click on the **Confirm** button.

Registration Comments	
Learner Name:	Bulb, Flash
Registration Status:	ENROLL (Enrolled)
Comments:	<div>8</div>